

LETTER OF RECOMMENDATION WORKSHEET

Student Name: _____

Intended College Major: _____

If you are more comfortable providing typed responses to these questions, please feel free to do so. Simply submit a hard copy of your typed responses along with this worksheet.

In addition to completing this worksheet, please include a resume of high school activities, awards and honors, work experience and community service, to your counselor and to each teacher that will be writing a letter of recommendation for you. (A sample resume is provided in the College Application Book on page 48. You may also use the resume builder found in Naviance Family Connection in the "About Me" tab.)

All letters of recommendation for college applications will be uploaded through Naviance. The Letter of Recommendation Worksheet and your resume should be submitted to your counselor and teachers four weeks prior to any admission deadlines.

1. College(s) to receive your letter of recommendation or counselor form:
(Circle top three choices)

2. In what way does your GPA reflect (or not) your true ability?

3. Why are you a good match for the college(s) you are considering?

4. Frequently, colleges want to know how students manage challenges. The transition to college is often marked by a variety of challenges. Specifically describe a challenge or difficulty you have faced. **How have you grown from the experience?**

5. *Specifically in reference to the class that was taken with the teacher writing your letter of recommendation:* Describe the academic accomplishment or "stand out moment" (examples: a specific paper, experiment, in-depth project or speech) you are most proud of, and tell why you take pride in it.

6. What do you consider your most important activities, either in or outside of school? Explain why these are significant to you.

7. Describe a situation where you have been a leader, and how did it affect or change you?

8. What would your friends say are your three best qualities? (Examples: a good listener, trustworthy, etc.)

9. What three adjectives would you use to best describe yourself?

10. What is something special about you that makes you unique or distinctive?

11. What do you hope to accomplish in college and beyond? Consider your career goals, as well as broader, life-long goals.

12. What are you passionate about? What motivates you?

The Letter of Recommendation Worksheet and your resume should be submitted to your counselor and teachers at least 10 business days prior to any admission deadlines.